

**CITY OF FRISCO PERSONNEL POLICIES**  
**SECTION: LEAVE**

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**SECTION 8.9: DONATION OF LEAVE**

**Effective Date:** 01/20/2010

**Approved By:** Ordinance 10-01-02

**Revision Date:**

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**8.9.1 STATEMENT OF PURPOSE:**

The purpose of this policy is to identify the rules and procedures regarding the donation of leave to city employees on unpaid leave.

This policy will allow City employees to donate vacation, holiday and compensatory leave time to employees on Family Medical Leave (FMLA) or City leave of absence (City LOA) whose qualifying leave balances have been exhausted.

**8.9.2 ELIGIBILITY:**

Employees eligible to accumulate sick, vacation, holiday or compensatory leave are eligible to receive donations regardless of length of employment with the City.

The recipient of leave donations must be on unpaid leave for any of the following reasons:

- the birth, placement for adoption or foster care of a child;
- to care for a spouse, child, or parent of the employee with a serious health condition;
- the employee has a serious health condition that makes the employee unable to perform the functions of the employee's position;
- a 'qualifying exigency' because the employee is on active duty (or has been notified of an impending call or order to active duty) in the Armed Forces.

Recipients must have exhausted all eligible sick, vacation, holiday and compensatory leave. Recipients are eligible to receive a maximum of 30 days of donated leave per incident. Donations cannot be used concurrently with Short-Term Disability.

**8.9.3 PROCEDURES:**

The donor of leave must be employed with the City for at least one year and have accumulated leave time. Donated vacation, holiday, or compensatory leave will be subtracted from the donor's vacation, holiday, or compensatory balance. Employees desiring to donate their time must complete a Donation of Leave form and forward the form to Human Resources. Unused time will be returned to the donating employee.

All communication requesting donations and regarding an employee's eligibility for donated leave will come from the Human Resources Department.